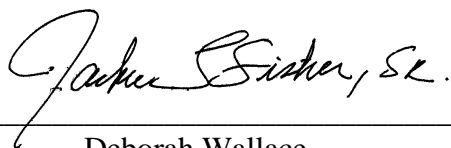


***Travel Authorization T- 10**
Date: April 12, 2010

TO: Board of Trustees
FROM: Superintendent
SUBJECT: Travel Authorization

It is recommended that those individuals listed on the attached Travel Authorization Report be authorized to attend conferences and/or conventions designated for discussion or observation of college matters, or otherwise perform services for the College District at the locations shown without loss of salary for the number of days indicated with payment of expenses in accordance with Board rules, except as shown. Advance payment of conference registration is authorized. The appropriate vice president approves trips utilizing District vehicles and not requiring reimbursement. Substitutes are authorized where necessary. Detailed information relating to this report is on file in the Office of Business Services.

All transactions listed in this report are in accordance with established policies and expenditures are within appropriations.



Deborah Wallace
Vice President Business Services

TRAVEL AUTHORIZATION – ESTIMATED EXPENSES						
						Date: April 12, 2010
Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
2-17-10, Kendra Doss and Yuliana Sandoval, FAFSA workshop, Lancaster High School.	0					0
2-25-10, Evita Antwi, CCTCC Region 6 meeting, Ventura College. Dept. travel.	103.80					103.80
3-3-10, Dawn McIntosh and Debra Smith, food show, Bakersfield.	0					0
3-4-10, Christine Mugnolo and Susee Orlando, pick up lumber, Home Depot, Lancaster.	District vehicle					0
3-5-10, Leslie Baker, Energy Resource Center, Downey, CA.	0					0
3-7-10 – 3-9-10, Heather Kincaid, wedding and portrait photography show, Los Angeles.	0					0
3-8-10 – 3-9-10, Doug Jensen, CCC/IOU Partnership budget workshop, Anaheim. Dept. travel.	89.30	130.08	25.00			244.38
3-10-10, Susan Knapp, senior orientation, Desert High School, Edwards AFB. Dept. travel.	33.95					33.95
3-15-10, Jack B. Halliday, aviation industry expo, Las Vegas, NV. Perkins grant.	50.00	290.00	96.00	275.00		711.00
3-15-10, Joseph Owens, HVAC instructor conference, Las Vegas, NV. Perkins grant.	255.00	133.50	72.00	199.00		659.50

Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
3-15-10 – 3-19-10, Roslyn Haley, WASC/ACCJC accreditation team, Glendale Community College.	0					0
3-16-10, K. Orlic-Babic, A. Davidson, R. Fiske, D. King, Steps to Excellence screening seminar, Lancaster.	0					0
3-17-10, Andres Cruzalegui, STEM transfer connection, UC Riverside.	District vehicle					0
3-18-10, Melanie Parker, SLO coordinators regional meeting, Coast Community College, Costa Mesa. Title V grant.	108.64			20.00		128.64
3-19-10, D. Flores-Kagan, M. Parker, W. Saari, D. Williams, B. Fredette, basic skills workshop, Madera.	District vehicle					0
3-21-10 – 3-24-10, Igor Marder, teach “Survival Skills” conference, Fort Lauderdale, FL. Basic Skills.	330.00	450.00		335.00		1115.00
3-23-10 – 3-26-10, Ken Sawicki, assistive technology conference, CSUN, San Diego.	0					0
3-25-10, Rosa Fuller, high school orientation, Boron High School.	0					0
3-25-10, Woody Burns and Ann Hineseley, Shoretel training, Sherman Oaks.	0					0
3-26-10 – 3-26-10, Mark Branner and Jonet Leighton, transport scenery and costumes to Meadowlark Elementary School, Lancaster.	District vehicle					0

Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
3-26-10, J.R. Halliday, P. Browne, R. Browne, M. Clinton, ATEC Western Region meeting, Reedley College.	0					0
3-29-10 – 4-2-10, Newton Chelette, COA/CCCAA Spring Convention, Ontario. Dept. travel.	88.27	400.00	108.00			596.27
3-30-10, S. Padilla + 10 staff, CCCFFAA spring training, Pierce College, Wodland Hills. Dept. travel	District vehicles			550.00		550.00
3-31-10, Susan Knapp, health career academy, Palmdale High School. Dept. travel.	10.67					10.67
4-1-10, Anita Davidson and Rebecca Fiske, Desired Results training, Santa Fe Springs. CDC travel.	82.45					82.45
4-1-10, Sherrie Padilla, presenter at CCCSFAAA spring meeting, Mt. San Jacinto College.	0					0
4-10-10, Jack R. Halliday and Patti Brown, ATEC conference, Mesa, AZ. Perkins grant.	398.03	867.04	192.00	475.00		1932.07
4-11-10 – 4-13-10, Edward Beyer and Beverly Beyer, Tech. Ed conference, Pasadena.	0					0
4-12-10 – 4-13-10, Tom O'Neil, Tech Ed conference, Pasadena.	0					0

Date, Name, Purpose, Destination, Account	Transport	Lodging	Meals	Conference Fees	Other	TOTAL
4-15-10 – 4-17-10, Ande Sanders, Reggio Emelio conference, Santa Monica. Dept. travel.	58.20	240.00	36.00			334.20
4-15-10 – 4-17-10, Diane Stein, Reggio Emilio Conference, Santa Monica. Dept. travel.	58.20		36.00			94.20
4-15-10 – 4-17-10, Melanie Parker, Reggio Emelio conference, Santa Monica. Dept. travel.	145.40	240.00	36.00			421.50
4-21-10, Hugo Rocha, AV Transition Fair, Highland High School, Palmdale.	0					0
4-21-10 – 4-23-10, Rodney Schilling and Andres Cruzalegui, Perkins conference, Pismo Beach. Perkins grant.	183.33		30.00			213.33
4-25-10, Tim Wiley, CalWORKS conference, Sacramento. TANF.	77.94	272.28		285.00		635.22
4-29-10, Paula Norsell, policy and procedure workshop, Long Beach.	0					0
5-3-10 – 5-8-10, Dawn McIntosh, Prism manager training, Lincoln, NE. Bookstore travel.	515.00	600.00	150.00	650.00		1915.00

TRAVEL AUTHORIZATION – FIELD TRIPS

DATE	CLASS & DESCRIPTION	INSTRUCTOR	# OF STUDENTS	COST TO DISTRICT
2-26-10 – 2-28-10	COMM 116, forensics tournament, San Diego State University.	Harish Rao	2	Forensics
3-10-10	ID 125, flooring options, Metro Floors, Lancaster.	Leslie Baker	16	0
3-13-10	ART 100, 110, 210, LACMA field trip.	Lynda Greenberg	40	0
3-17-10 – 3-21-10	COMM 116, Forensics Tournament, Fresno.	Harish Rao	3	District vehicle + 1740.00 Forensics
3-19-10 – 3-23-10	AYSO students, National Student Advocacy conference, Washington D.C.	Michelle Hernandez	9	District vehicle + \$17,117.60 AYSO funds
3-26-10	THA 120 and 121, present play at Meadowlark Elementary School, Palmdale.	Mark Branner and Jonet Leighton	20	District vehicle
3-31-10	THA 222, directing project, Boston Court Theatre, Pasadena.	Mark Branner	8	District vehicle
3-31-10	ID 125, All About Stone, Lancaster.	Leslie Baker	16	0
4-2-10 - 4-4-10	PHOT 150, field trip to Bishop.	Lee Bergthold	20	District vehicle
4-2-10 & 4-3-10	FTEC 120, power saw class, Soledad Canyon.	Thomas Hutchison	22	0
4-2-10 – 4-11-10	COMM 116, National Forensics Tournament, New Orleans, LA.	Harish Rao	1	2091.00 Forensics
4-3-10	ESL 028 and 030, field trip to LACMA.	Elye Fain	25	District vehicle

DATE	CLASS & DESCRIPTION	INSTRUCTOR	# OF STUDENTS	COST TO DISTRICT
4-8-10 – 4-10-10	Journalism students to college convention, Los Angeles.	Jim Burns	10	\$3788 Journalism account
4-12-10	Transfer students, CSU tour.	Evita Antwi	24	District vehicle
4-19-10	Transfer students, Cal Poly Pomona tour.	Evita Antwi	24	District vehicle
4-24-10	STAR students, Pantages Theatre cultural event.	Linda Noteboom/Sara Stanton	25	District vehicle
4-29-10	AJ 121, crime reporting models, Lancaster Sheriffs Station.	Jim Burns	22	0